



The City Beautiful

City of Coral Gables Job Description

Job Title: Crime Scene Technician
Department: Police
Classification: 5027
Pay grade: 17C
FLSA: Non-Exempt

Prepared Date: 12/06
Approved By: M.L. Hammerschmidt
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Summary

Performs responsible, specialized, technical work gathering evidence at crime scenes.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the initial Police Officer on the scene in determining evidentiary value of items at the scene.

Detects, gathers, collects, preserves and packages evidence at the scene of homicides, sexual assaults, robberies, burglaries, and other criminal offenses; transports and maintains continuity of evidence.

Discovers and collect substances such as fibers, blood, vapors, trace evidence and paint.

Determines what evidence will be sent to the Crime Lab and insures that necessary forms are prepared and forwarded.

Develops, lifts and photographs latent fingerprints and palm print evidence.

Prepares casts of tire, footprint and tool mark impressions.

Evaluates evidence and prepares exhibits for case prosecution.

Performs special types of forensic photography in both black and white and color, using a variety of cameras and photographic equipment.

Takes still photographs and moving pictures, including special close-up and aerial exposures; produces crime scene drawings and sketches to precise scale.

Records the locations of all evidence by engineering measurements.

Prepares comprehensive written reports of crime scene investigations and produces statistical analysis.

Testifies in Court on evidence gathered at the crime scene.

Operates a car, large van or truck.

Works on rotating shifts with variable hours.

Work as a team with other technicians and investigators at major scenes.

Assists with training other technicians, Officers and Investigators.

Performs related duties as required.

Knowledge, Skills, and Abilities

Knowledge of computer use, including various software programs. Knowledge of the principles and practices of scientific criminal investigation. Knowledge of Law enforcement practices and requirements for accurate evidence detection, collection, identification, preservation and presentation. Knowledge of General science and its application to criminal investigative work and of Standard fingerprint identification, classification and preservation techniques of still and motion photography and development procedures and related laws and regulations. Ability to perform investigative procedures in diversified assignment areas and to learn the legal, administrative and procedural regulations applicable to these areas. Ability to present court testimony clearly and concisely.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer.

Must be able to work under harsh, severe conditions indoors, outdoors and in inclement weather. Exposure to extreme temperatures, various hazards, noise, heights and dust are common. Must be able to lift, carry and or push articles weighing more than 50 pounds. Must have the physical ability to enter into and inspect hazardous locations/situations, climb stairs, reach above and below shoulders, walk and bend; work in high places and perform strenuous physical activity. Must be able to use hand tools, power tools and ladders. The ability to hear and see in order to communicate and observe events as they occur is necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Completion of 32 hours of related course work in Criminology, Forensic Science, Physical or Natural Science; **or** High School diploma with six months of related forensic work experience with a police agency, crime or medical examiner laboratory.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's license